

Management System: Safeguards and Security

Subject Area: Program Management and Support

Procedure: Terminating Registrations

**Issue Date and
Revision Number:**
08/23/2012 0

Lead Subject Matter Expert:
Pat Vent or Shaun Meadows

Management System Owner:
John Sattler

1.0 Applicability

This procedure applies to EMCBC and small sites personnel responsible for processing requests to terminate the registration of classified contracts when personnel security clearances are no longer required. The primary documentation used to establish, change, or terminate the registration of classified contracts is DOE F 470.1, Contract Security Classification Specification (CSCS).

2.0 Required Procedure

Step 1	The Procurement Request Originator (PRO) or the Contracting Officer (CO) notifies the EMCBC or small sites security personnel that the security activities which necessitated registration of a contract are about to end.
Step 2	<p>Depending upon the nature of the registered security interests/activities, the PRO or CO may submit one or more of the following:</p> <ol style="list-style-type: none">1. Security Activity Closeout Certification2. Certificate of Non Possession of Classified Matter3. Certificate of Possession (if the facility has been authorized to retain classified documents, matter or Special Nuclear Material) <p>In all cases, the PRO or CO will submit a CSCS form identifying termination of the contract registration. This form and any of the above forms relevant to the termination action will be submitted to DOE security personnel at the EMCBC or small site.</p>
Step 3	The receiving security personnel will submit the completed CSCS form along with any supporting documentation to the Cognizant Security Office, the Office of Safeguards, Security and Emergency Services (OSSSES), Savannah River Operations Office.
Step 4	The EMCBC or small sites security personnel must ensure that the claims made in the Security Activity Closeout Certification or any other documentation provided are accurate, to include ensuring that all personnel security clearances

	<p>associated with the contract have been terminated, except for those associated with an authorization by DOE for retention of documents or material requiring clearances.</p> <p>NOTE: When possessing contracts are terminated, closeout is likely to involve a Security Termination Survey conducted by the CSO. This survey is intended to provide assurance that security interests have been relinquished.</p>
--	--

3.0 References – Forms/Attachments/Exhibits

Form –

- DOE F 470.1, Contract Security Classification Specification (CSCS)

4. Records Generated

Records generated through implementation of this procedure are identified as follows, and are maintained by the Office of Technical Support & Asset Management in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent or N/A)
ADM-18-08	Protection Program Administrative Records	Office of Technical Support & Asset Management	NA

EMCBC RECORD OF REVISION

DOCUMENT TITLE: Terminating Registrations

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

<u>Rev. No.</u>	<u>Description of Changes</u>	<u>Revision on Pages</u>	<u>Date</u>
0	Initial Procedure for MSD		8/23/12